

**City of Roanoke
Public Works Service Center
Standard Operating Procedure**

Subject: Subject: Solid Waste Ready Line Stormwater Pollution Prevention	Revised: 12/30//19
Purpose: To proactively protect the storm drain inlet from pollution	

Responsible Party/ies: Solid Waste Manager

Performance Frequency: Weekly Inspection, Quarterly Ready Line Lot Cleaning

Documentation: Ready Line Pollution Prevention Checklist (attached) ***A copy of completed Inspection Form must be emailed to envmgt@roanokeva.gov***

Training: Management and/or Supervisors will cover this SOP with all newly hired and/or temporary personnel responsible for the inspection of this area as well as those employees that park collection vehicles along the fence line within their first 60-days of employment.

Trainees must complete the signature section below and a copy of the signed SOP shall be sent to Environmental Management.

Procedure:

1. At least once per quarter the Solid Waste Ready Line is cleaned using leaf blowers to blow any debris into the center driving lane. The driving lane will be swept with the streetsweepers to remove the debris.
2. A minimum of weekly the solid waste ready line inlet will be inspected using the attached checklist. The completed checklist will be sent to envmgt@roanokeva.gov.
3. Only Solid Waste Collection trucks which have been emptied may be parked on the Ready Line. ***If mechanical failure, or Transfer Station disruptions occur, any full Collections trucks must be parked as far from the storm drain inlet as possible.***
4. No Solid Waste Collection trucks shall be parked within any of the six parking spaces closest to the storm drain inlet.
5. Solid Waste Collections trucks will be inspected daily for any leaks of oils, lubricants, or liquids retained within the truck's solid waste containment box/hopper
 - a. Spill containment and control measures will be used immediately as needed.
 - b. Notification to Supervisor of the spill and verification of control measures.

6. The stormwater drain inlet will be protected by:

- c. A drop in style filter hung beneath the inlet grate, and
- d. A boom/sock type of filter secured to the pavement and encircling the inlet grate
- e. The filter media shall be designed to intercept bacteria, oils, and sediment which may be carried to the inlet via stormwater runoff

7. The Solid Waste Division shall maintain a contractual service agreement with a qualified 3rd party vendor to service and maintain the inlet filters.

- A. Quarterly visual inspections and perform maintenance or repairs as needed.
- B. Vendor will inspect and service within 24 hours of a storm generating 1 inch or more of rainfall.
- C. The vendor will respond within 48 hours of a service request made by COR.
- D. Vendor will contact Solid Waste Management upon arrival for all services.
- E. Vendor will provide Environmental Management invoices for services with documentation of type of service performed.

Trainee Name: _____ **Signature:** _____

Date Trained: _____

Send completed form to Environmental Management at: envmgt@roanokeva.gov.

Ready Line Pollution Prevention Checklist

10/10/18

Performance Frequency: Weekly

*If the answer to any of the items below is "No," contact a Supervisor at 853-6848

DATE: _____ INSPECTOR: _____

ITEM	YES	NO	COMMENTS	RESOLVED
Solid Waste Collection Trucks are empty and parked on Ready Line?				
Solid Waste Collection Trucks are NOT parked within the 6 spaces at storm drain inlet?				
Solid Waste Collection Trucks are free of any leaks of oils, lubricants, or liquids?				
All leaks of oils, lubricants or liquid spills have been properly controlled?				
Drain inlet filters have been checked and are in place and in good condition?				
Booms are in place around drain inlet in good condition?				